

Sections in Black are the original Draft Constitution
Sections in Blue are the comments made by the DAPH Reps on 22nd November meeting

Constitution of the Devon Association of Primary Heads – DAPH

The aims of the association are as follows: - *children are not mentioned*

- To support the Headteachers and Deputy Head teachers of Devon
 - To provide professional development and conferences
 - To provide representation and a means of consultation for the LEA
 - To enable effective communication between schools, the LEA and other organisations
 - To liaise with outside agencies and national bodies
1. This Association shall be known as the Devon Association of Primary Headteachers or DAPH.
 2. The Association shall be open to all Devon's Primary, Infant and Junior school Headteachers and Deputies including Headteachers and Deputies of Middle schools deemed primary and Special Schools with primary aged children.
 3. The Association shall be an independent, non-union, non-sectarian organisation that shall concern itself with the promotion of good practice in Primary Education. (*Schools*).
 4. The Association shall be able to generate its own funds and be supported by contributions from the LEA or other bodies.
 5. The Annual General Meeting shall be held in the spring term.
 - *Issues related to AGMs of AC? Suggest that AGM in the autumn term, committee elected then. Review of the year presented at Conference in summer term, any issues arising can be carried forward to AGM.*
 - *Summer at the annual Conference*
 6. During the autumn term each of the 32 Academic Councils shall elect a DAPH representative.
 7. The DAPH Committee will be elected by the DAPH representatives.
 - *When? In the autumn term?*
 - *Name of the 32 reps should be The Council*
 - *Elect Council reps in the first half of the Autumn term and the Committee in the second half at an AGM.*
 8. The Chair and Vice Chair shall be elected by the DAPH Committee and will serve for one year. **Or elected by the DAPH Reps? Or 1 year or 2 years?**
 - *1 year*

- 2 years to really get into the role
 - 2 years
 - Vice chair – 1 year becomes Chair – 1 year becomes President – 1 year.
 - Does it need to be in the Constitution about expenses, travel, supply etc so everything is transparent.
 - 1 year
 - 1 year and 1 year Presidency for continuity
 - 1 year then President for 1 year
 - 1 year
 - Peter and Charlie non voting members as non elected
 - Vice chair becomes chair.
9. The outgoing Chair will have the honorary title of President for one year. ***In order to promote continuity – is this a good idea?***
- Yes x 5
10. The DAPH Committee will be elected on an annual basis and will consist of - the 8 members elected from the 32 DAPH reps or the current DAPH committee. In addition there are 3 non-elected members who shall be: The President (previous chair), DAPH Link Officer, Headteacher Support Co-ordinator. ***Are these numbers acceptable? Smaller or larger Committee?***
- Not a good idea to be elected from the current DAPH committee – current DAPH could remain in post forever – this is what happened before
 - Yes
 - DAPH Committee should stand for 2 years – experience and continuity
 - Possible 2 year reign on committee
 - Reps on the council/committee serve 2 year period – half elected in year one and half in year two so staggered rolling so not all changed at one time.
 - Committee members voted on for two years
11. The DAPH Committee shall have the power to co-opt members onto the committee and onto special purpose groups. ***This is designed to ensure that DAPH has fair representation from all interested parties e.g. Large Primaries, Small Primaries, Deprived areas, Rural schools, Urban schools, Infant schools and Junior schools etc***
- Co-opted members non voting
12. The DAPH Committee shall be quorate when six members or more are present. ***Is this a reasonable number to be quorate? Too big, too small?***
- Reasonable number
13. The DAPH Committee shall meet at least 3 times a year to regulate the affairs of the Association.
- 3 x per year
 - Once a term – at least 3 times a year
 - At least termly

14. The 6 representatives for the Schools Forum will be elected from within the DAPH Committee.

Alternative options –

- **DAPH Committee elect the reps for the Schools Forum**
 - **Ballot every Headteacher across the County and have an open election?**
- *6 reps should be chosen from the 32 reps*
 - *6 reps 1 from each of the following – Infant/First school, Junior/Middle school, Small Primary, Medium Primary, Large Primary, Deprived area. It has got to be people who have good links in to AC i.e. from the 32 DAPH reps.*
 - *Made up of Infant/First, Junior/middle, Schools/phases of different sizes – small, medium and large also economic deprivation*
 - *Happy with DAPH committee electing reps as long as the person is happy to do this*
 - *Elect from chair of AC*
 - *From 32 AC reps*
 - *The reps for the forum should come from the council 32 but not necessarily be on the Committee.*
15. Funds shall be deposited in a bank of the DAPH Committee's choice and signatories for payment shall be – the DAPH Link Officer, DAPH Chair and the DAPH Administrator. Each cheque must be signed by 2 signatories.

16. A balance sheet shall be prepared and be available for inspection at the AGM. All accounts shall be audited annually.

17. The DAPH Committee shall have the power to wind up the Association and dispose of its assets provided that notice of intent has been given to all DAPH members. If no written representation has been made to the Chairman to retain the Association within forty days of the notice of intent being posted the Association may be wound up. Representation to retain the Association must be 15% of the membership or more. All assets outstanding at the winding up of the Association shall be given to the LEA for use in Devon's Primary Schools.

18. The DAPH Association's year shall be the same as the financial year – April to March.

19. An extraordinary meeting of the Association may be called by written request to the Chair by **15%** or more Headteachers. The Chair would then give 21 days written notice to all members.

- *Ask 50?*

20. Alterations and Amendments to the constitution may be made at either the AGM or an extraordinary meeting provided that such proposed alterations and amendments are forwarded to the DAPH Committee 21 days before the AGM or extra meeting.

Any other comments?

Securing funding for DAPH reps to attend meetings

e.g. from LEA committee reps fund or at least for Heads of small schools

